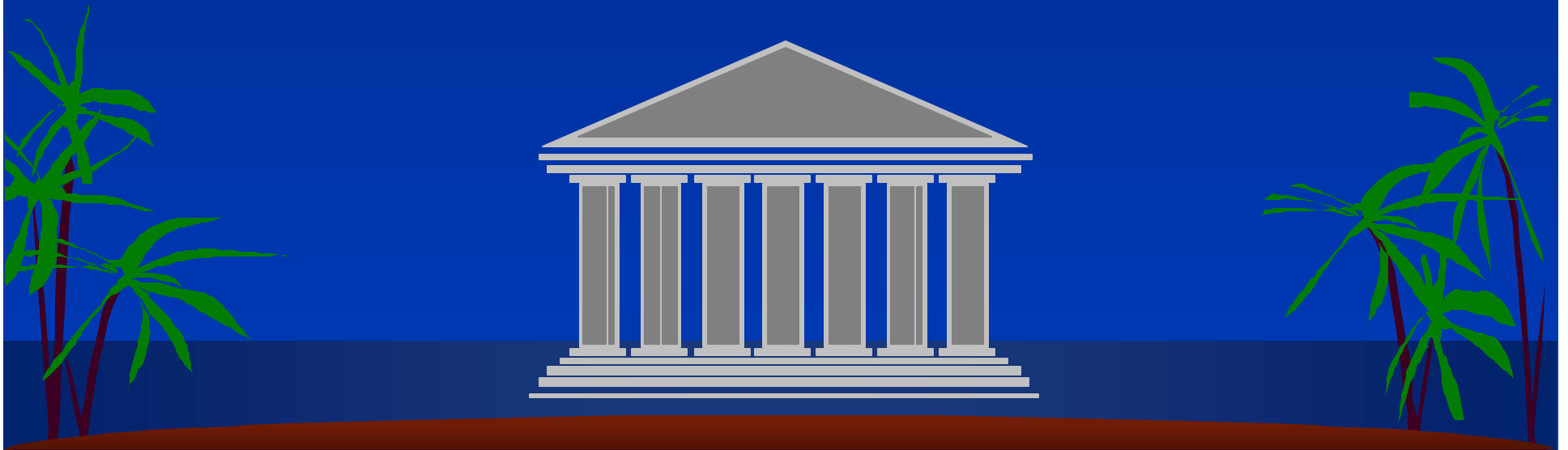




Records Management Briefing for the HED Staff - Feb 2001

Sponsored by: Information Mgmt Ofc





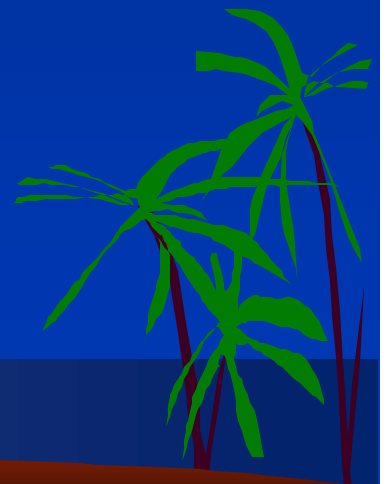
Agenda

- Importance of Records Management
- AR 25-400-2, MARKS
- Selected File Numbers
- CE Elec. Doc Mgmt Sys. (CEEDMS)
- Upcoming District Inspection/Survey
- Records Holding Area & NARA
- Forms to Transfer & Boxing Records



Records Management

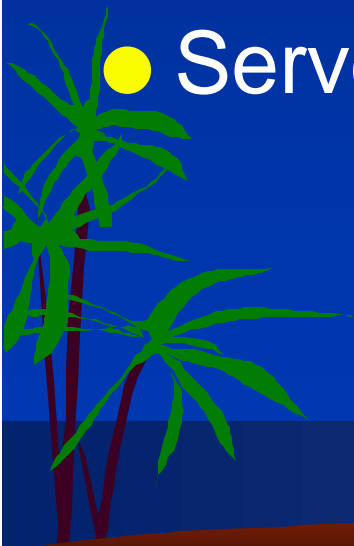
- Records Creation
- Records Maintenance and Use
- Records Disposition





Well Managed Records . . .

- Provide timely, complete and accurate information you need to do your job
- Conserve space, money and time
- Protect the rights of the Government and its citizens
- Serve as institutional memory





What is a Federal Record?

- ✓ Recorded information, regardless of media
- ✓ Made or received by a Federal agency in accordance with *law* or in the *conduct of business*
- ✓ Preserved or appropriate for preservation as . . .
- ✓ Evidence of the organization, functions, policies, decisions or other activities of the Federal government or value . . . of *information* it contains



Federal Records Include:



Traditional Documentation

- Reports / Memorandums
- Directives
- Forms
- Email - Print and File Copy
- Correspondence . . .



Organized into Case and Project Files



Items That Are **Not** Federal Records (Non-record)

Extra copies of documentary materials maintained **solely** for **convenience** or **reference**

✖ **Library or museum materials** preserved **solely** for reference or exhibition purposes

✖ **Stocks** of agency publications and blank forms, *but excluding the record set of publications*



Items That Are **Not** Federal Records: Other Examples

- ✗ Vendor catalogs and trade journals
- ✗ Copies of agency directives maintained by other than the issuing components of the agency
- ✗ A letter received by an employee concerning his/her personal business (do not maintain personal papers here, take it home)!





AR 25-400-2, MARKS

- Modern Army Recordkeeping System
- Reminders:
 - *Purging Records IAW MARKS
 - *Submit Internal SOP's, POH Regs, & Policies to IM for authentication, proper distribution and posting to the webpage





Examples of MARKS File Categories & Retention's

- File # 200 - Environmental (2 - 50 yrs)
- File # 210 - MILCON (6-10 yrs)
- File #405 - Real Estate (1-10 yrs)
- File # 415 - Construction (6 - 10 yrs)
- File # 715 - Procurement (1-6 yrs)
- File # 1105 - CE Planning (5 to Perm)
- File # 1145 - CE Reg. (2 to Perm)



Table B-47
File category 210: Installations—Con

Description: Information relating to the review, approval, and revision of master information maps, analysis of existing and existing and required facilities, preliminary future development (which include the report, background material, and related

Disposition:

- a. Installation to which the plan pertains:
 - (1) If listed in the National Register of Historic Places, retain upon closure of the installation as a result of mission changes.
 - (2) If not listed in the National Register, 20 years after supersession or 20 years after transferred from Army control, whichever is first.
- b. OCE: Destroy on supersession or withdrawal from Army control, whichever is first.
- c. Other offices: Destroy after 6 years, destroyed upon supersession or discontinue facility.

FN: 210-20b

Title: Military construction projects

Authority: NC1-AU-85-68

Privacy Act: Not applicable.

Description:

- a. Information pertaining to sites or projects in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties (AR 200-1 and TM 5-801-1). Included are authorizations, investigations, geological data, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, and inspection reports.
- b. Information pertaining to sites or projects not listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties. Included are authorizations, justifications, tests, investigations, geological data, cement and concrete reports, logbooks, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, inspection reports, and completion reports.

Disposition:

- a. For a above—
 - (1) OCE: Destroy when no longer needed for current operations.
 - (2) Other offices of the Army Staff and major and intermediate command headquarters: Destroy 2 years after completion of project.
 - (3) Field offices: Permanent.
- b. For b above—
 - (1) OCE and OTSG: Destroy when no longer needed for current operations. Transfer "as-built" plans, including original tracings; site plans; reservation maps; reproducible copies of standard drawings indicating the "as-built" changes; final approved shop drawings; copies of construction contracts; specifications; and copies of final design analyses to the using service after acceptance of the facility.
 - (2) Other offices of the Army Staff and major and intermediate command headquarters: Destroy 2 years after completion of project.
 - (3) Field offices: Destroy 10 years after completion of project, except that analyses of design will be retained until project is abandoned or passes from DOD control.

FN: 210-20c

Title: Site selection report information

Authority: NC-AU-75-3

Privacy Act: Not applicable.

Description: Information gathered by receive and pass along site selection information, review and approval of the reports. The forwarding the reports and copies of them.

FN: 210-20d

Title: Master planning reviews

Authority: NC-AU-75-19

facility.

FN: 210-20b

Title: Military construction projects

Authority: NC1-AU-85-68

Privacy Act: Not applicable.

Description:

- a. Information pertaining to sites or properties listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties (AR 200-1 and TM 5-801-1). Included are authorizations, justifications, tests, investigations, geological data, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, and inspection reports.
- b. Information pertaining to sites or properties not listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties. Included are authorizations, justifications, tests, investigations, geological data, cement and concrete reports, logbooks, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, inspection reports, and completion reports.

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- (1) OCE: Destroy when no longer needed for current operations.
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- (3) Field offices: Destroy 10 years after completion of project, except that analyses of design will be retained until project is abandoned or passes from DOD control.

FN: 210-20c



Records Enable You To . . .

Properly Transact Government
Business

Make Timely and Informed
Decisions

Accomplish Your Mission



Selected File Numbers

- Engrg 4346/1, Sep 87 (List of your office file/project numbers- MARKS)
- See your office admin/secretary for an updated copy
- Use list when setting up your work area files.
- Available: S:FormFlow/Files.frp



Engrg 4346/1

SELECTED FILE NUMBERS (USACE Suppl 1 to AR 25-400-2)		LOCATION D: Drawer C: Cabinet	PAGE 1 of 3 PAGES			
THRU: (Records Coordinator)		TO: (Records Adm/Mgr.) Records Administrator		DATE APPROVED BY RMO <i>App Tarat, 19 Jan 01</i>		
				FROM: (Office Title/Symbol) Design Branch (CEPON-EC-D)		
INSTRUCTIONS						
Submit to Records Management Officer two separate lists, in duplicate of selected file numbers, one for housekeeping files and one for mission files. When change in mission occur, either adding or deleting specific records series, submit revised list of selected file numbers.						
SECTION I (Preparing Office)						
From (Office Title/Symbol) - enter office title and symbol of preparing office. Prepared by - signature of individual preparing list. Room number - location of files. Extension - extension of individual preparing list. Records Coordinator - signature of designated records coordinator. Approving Supervisor (Type Name) - type name of supervisor. Signature - signature of supervisor. Date - date list is prepared.						
SECTION II (Files listing)						
Number (File) - enter current file numbers (Appendix B, AR 25-400-2) used - list selected file number only - do not list all file folders. Title & Description - List the file title and a brief description. Privacy Act - List the system notice number from AR 340-21 series for those records subject to the Privacy Action. Magnetic Media - If the information is in magnetic form enter "X". Microforms - If in microform and serves as the record copy in place of other media, enter the Microform Document or Information System (MICRODIS) number assigned. If non-record (reference copies) enter "X". For paper copies leave blank. COFF - enter time or event on which file is cut off, such as: annually - CY; annually - FY; supersd or ob; event; discontinuance. Retention - enter how long file is held, such as: 1 yr; 2 yrs; 5 yrs; Perm.						
SECTION I (Preparing Office)						
PREPARED BY: AMY TASHIRO		ROOM NUMBER Bldg 230 Rm 223	EXTENSION 438-2306	RECORDS COORDINATOR (Signature)		
APPROVING SUPERVISOR (Type Name) GARY Y. G. NIP, Ch, Design Br.		SIGNATURE <i>G. Y. G. NIP</i>		DATE 18 Jan 2001		
SECTION II (Preparing Office)						
NUMBER	TITLE AND DESCRIPTION	PRIVACY ACT SYSTEM NOTICE NO	MAG- NETIC	MICRO- FORMS	COFF	RETEN- TION
1a	OFFICE FILE NUMBERS Approved list of file numbers.				Destroy when superceded	
1b	OFFICE GENERAL MANAGEMENT Office safety inspection, bulletin boards, EEO, FPI, and IG issues, mgmt control plan.				Destroy when superceded	
1f	OFFICE ORGANIZATION FILES Organization charts, reorganization issues, office symbols, distribution list.				Destroy when no longer needed	
1a	OFFICE MAIL CONTROLS Express mail procedures, distribution list, stop numbers.				Destroy after 2 years	



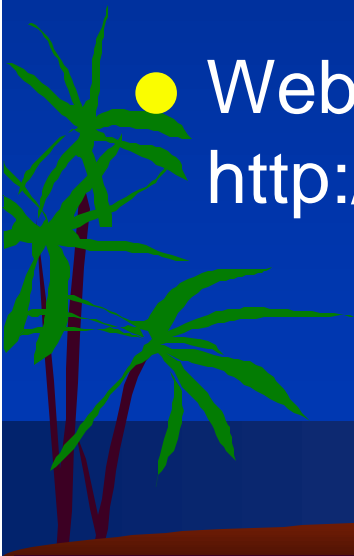
CE ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (CEEDMS)





CE ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (CEEDMS)

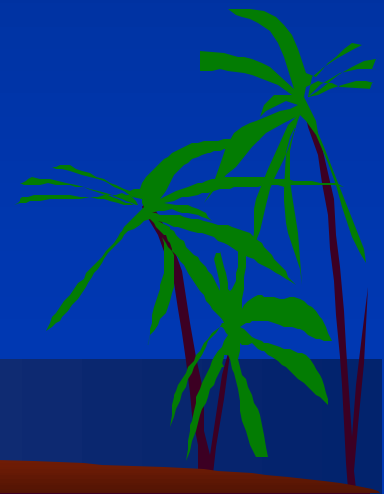
- An electronic system that covers document management, records management and workflow.
- Mandated by HQUSACE, 1997
- Web site:
<http://www.en-int.nab.usace.army.mil/ceedms/>





Update on CEEDMS

- HQ completed EDMS Economic Analysis (EA). (Oct 00)
- EA requires approval all the way through to Congress for funding. (Feb 01)
- Await HQ guidance. (Jun 01)
- *Funding is most critical to pursue EDMS to its completion. ~Begin Implementation (Jul 02)



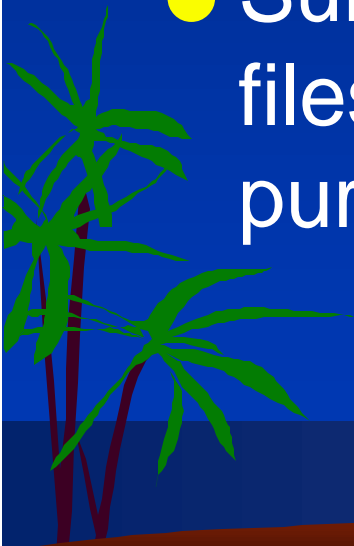


- Are file folders kept in work area/cabinets properly typed and labeled by FY/CY and disposition?
Ex: 1110 Gen. CE Corresp Jan 2000
 Disp: Oct 2002
- Do all correspondence include MARKS number?



Inspection - Continued

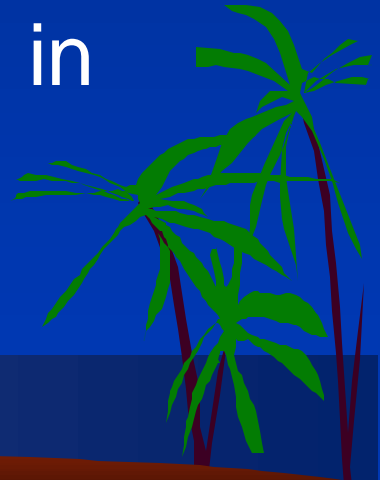
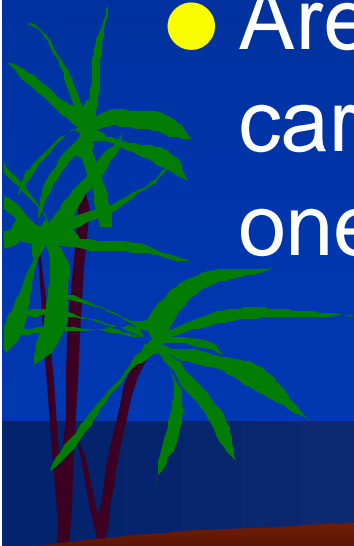
- Are admin/ project files being timely transferred to RHA, NARA or properly purged in-house IAW MARKS?
- Are materials (envelopes, paper clips being removed prior to filing?
- Survey of unnecessary clutter (boxes, files, drawings, papers, etc.) What's the purpose and why is it here?





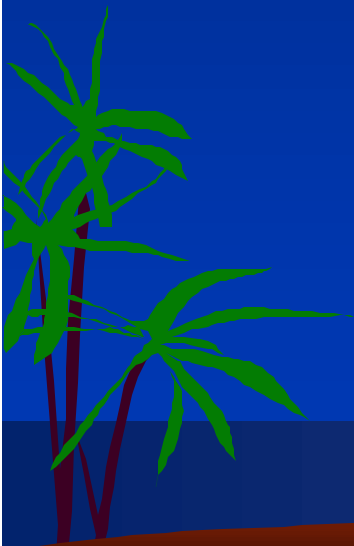
Inspection - Continued

- Are original receipts of travel order & vouchers being filed with the Admin or Secty in one centralized cabinet for each traveler in case of an audit?
Traveler shall keep a copy.
- Are small purchases from IMPAC Credit card holders being filed under 715j in one centralized cabinet?





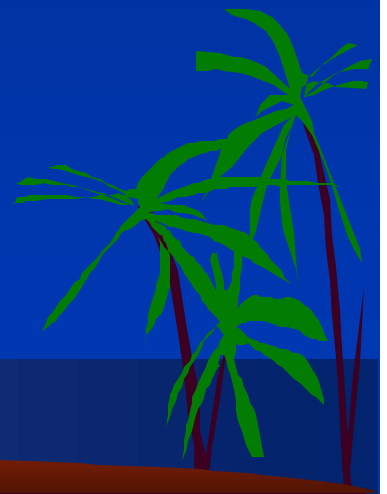
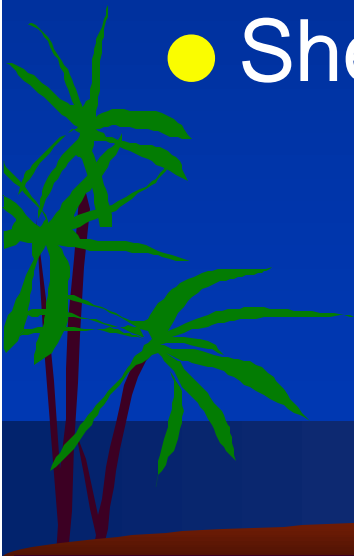
Records Holding Area (RHA)





Records Holding Area (RHA)

- Tour of the RHA, Schof. (on location)
- Gary Ludewig (RHA/Pubs Supervisor)
- Shelved Record Boxes







Gary Ludewig - RHA









(Shelved Paper - Forms)





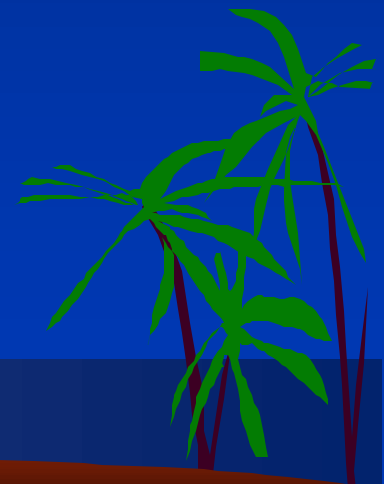
Forms to transfer boxes (All avail on FormFlow)

- SF-135, Records Transmittal & Receipt and Continuation sheet, SF-135a.
- DA 543, Request for Records from RHA
- OF 11, Ref. Request from Fed Rec Ctr from NARA



Forms to Transfer to the RHA

- SF-135 and SF135a
Records Transmittal & Receipt
- Completed & Returned by RHA



RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

PAGE 1 OF 1
PAGES

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150)

Federal Records Center

5. FROM

(Enter the name and complete mailing address of the office retaining the records. The signed receipt of this form will be sent to this address)

RECORDS HOLDING AREA, BLDG 6042, SB, HI

U.S. Army Engineer District, Honolulu
ATTN: CBPOH-OC Stop #502
Pt. Shafter, HI 96858-5440
POC: A. Tarrant

2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (Signature and title) <i>Anna Tarrant</i> Anna Tarrant, Records Manager	DATE 25 May 00
3. AGENCY CONTACT	TRANSFERRING AGENCY (Name, address and telephone No.) <i>Dawn A. Awaya</i> 28 Apr 00 Dawn A. Awaya, CBPOH-OC 438-1104	
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and title) <i>Tony Caldbra</i> TONY CALDBRA, RHA CUSTODIAN	DATE 5 Jun 00

Fold Line

RECORDS DATA

ACCESSION NUMBER			VOLUME (ex. fl.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusion dates of records)	RESTRICTION	DISPOSAL AUTHORITY (5-AR 25-400-2 and Item Number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SERIAL	CONT. TYPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
					UIC W2SNAA U.S. Army Engineer District, Honolulu Files not subject to the provisions of the Privacy Act These files do not contain, as prescribed by AR 380-13, information on persons or organizations not affiliated with the Department of Defense OFFICE OF COUNSEL, POH-OC 1/3	N	AR 25-400-2		RHA			
				2&3/3	Brown & Root USA, POH 94-05, CMIS 940300 DACA83-90-C-0009 CC Engineering & Construction, Inc, POH 94-10 CMIS 940532, DACA83-93-C-0061 Clement Brothers Co., POH 92-14, CMIS 922486 DACA83-86-C-0124 R.G. Wood & Assoc. Ltd., POH 95-08, CMIS 950690 DACA83-93-C-0032 Walter Y. Arakaki, POH 94-07, CMIS 940430 POH 94-11, CMIS 940547, DACA83-94-C-0006 POH 93-14, CMIS 930679, DACA83-91-C-0094 SJI Construction Co., POH-84-01, DACA83-C-0103		27-40b	1/2006	RHA 113			
									Bx2 114 & Bx3 115			

Completed by the RHA Custodian
& rec'd, 5 Jun 00Standard Form 136 (Rev. 7-80)
Prescribed by GSA
36 CFR 1.228-162
USAPP VI, 10



DA 543



REQUEST FOR RECORDS		
For use of this form, see AR 25-400-2; the proponent agency is ODSC4		
PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS FORM		
<ul style="list-style-type: none">• These records will be used for official purposes only.• Do not remove, permit to be removed, add to, or reveal the contents to unauthorized persons.• The requester is responsible for return of these records intact to the office of record.		
SECTION I - TO BE COMPLETED BY THE REQUESTER		
1. RECORD(S) REQUESTED (Give file classification, subject, date, and other identifying information. If records of personnel are requested, give name (LAST NAME FIRST), grade, SSN, type of file requested, and purpose for which records are to be used.)		
① Contract Number and/or Description of Box:	② BOX	③ RHA Location
DACW-90-D-0025, dba Park Engineering	27 of 85	4627
DACW-90-D-0025, dba Park Engineering	16 of 66	4552
2. REQUESTER'S ADDRESS (④) USAED, POH OR POD Bldg. 230, CEPOH-CT-C, Jyun Yamamoto or requestor Fort Shafter, HI 96858-5440 Stop: 502		3. ESTIMATED NO. OF DAYS RECORDS ARE NEEDED N/A
		4. TELEPHONE NO. (⑤) 438-XXXX of requestor
		5. DATE (③) 10 Dec 00
		6. NAME AND SIGNATURE OF REQUESTER (⑥) <i>Anna Tarrant</i> Anna Tarrant, Rec Mgr, POD, 438-8349
SECTION II - TO BE COMPLETED BY THE RECORDS CUSTODIAN		
7. SEARCHER'S REPORT		
a. RECORDS ATTACHED FOR DELIVERY TO ADDRESS IN ITEM 2.		4. NAME, ADDRESS, TELEPHONE NO., AND DATE LOANED
b. RECORDS CURRENTLY ON LOAN (Complete Block 7d)		
c. UNABLE TO IDENTIFY RECORDS		
8. DATE RECORDS MUST RETURNED		
9. ADDRESS OF CUSTODIAN		10. TELEPHONE NO. (⑧) 656-0334
		11. DATE
		12. NAME AND SIGNATURE OF CUSTODIAN (⑨) TONY CALDERA, RHA CUSTODIAN
SECTION III - TO BE COMPLETED BY THE OFFICE OF RECORD		
13. DATE RETURNED	14. SIGNATURE OR INITIALS OF INDIVIDUAL TO WHOM RECORDS WERE RETURNED	

DA FORM 543-R, JAN 93

REPLACES DA FORM 543, MAY 70, WHICH MAY BE USED UNTIL EXHAUSTED

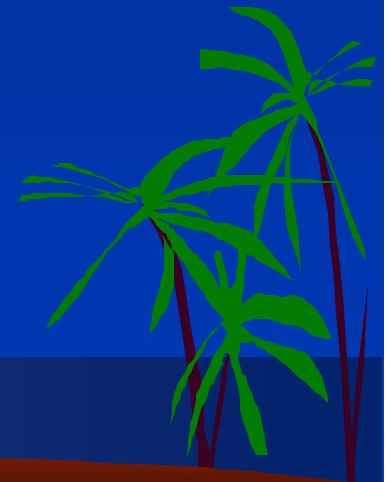
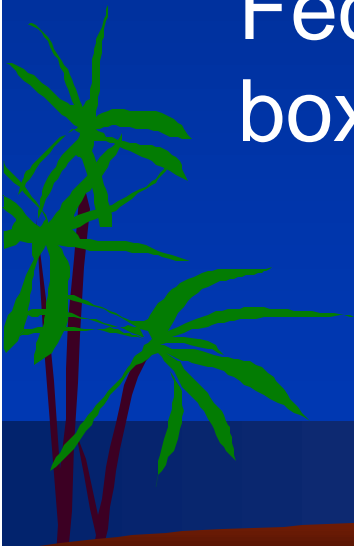
USAPPC V2.00





Transfer/Retrieve - NARA

- SF 135 and SF-135a Records Transmittal and Receipt
- OF Form 11 Reference Request - Federal Records Center (To Retrieve box(s). Allow 9-10 working days.



Completed & Read by NARA - Seattle w/ Location #5 MAY -1 2000
 & read 13 Jun 00

RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

PAGE 1 OF 2 PAGES

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150)

Federal Records Center

FEDERAL RECORDS CENTER, SEATTLE
 6125 SAND POINT WAY, N.W.
 SEATTLE WA 98115

5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)

US ARMY CORPS OF ENGINEERS, HONOLULU DISTRICT
 BLDG 230, CEPOH-RM-F, POC: ANNA TARRANT
 FORT SHAFTER HI 96858-5440

2. AGENCY TRANSFER AUTHORIZATION

TRANSFERRING AGENCY OFFICIAL (Signature and title)
 ANNA TARRANT, CEPOH-IM, (808)438-8349

DATE
 1 May 00

3. AGENCY CONTACT

TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.)
 MISTY PAYNE, CEPOH-RM-F, (808)438-3312

4. RECORDS CENTER RECEIPT

RECORDS RECEIVED BY (Signature and title)
 Steven Ourada
 NRIS-Center Operations

DATE
 June 13 2000

6.

FSH

RECORDS DATA

CEHA

ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRICTION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SERIAL	PLAN	CONF. TYPE
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
077	00	0019	16	1/16	US ARMY CORPS OF ENGINEERS HED/POD COEMIS ACCOUNTING RECORDS ON MICROFICHE	R	37-2-1d	7/30/04 0/2027/04	66965- 66972	S	A	N
				2/16	ACCOUNTING DATA JULY 1986 - FEBRUARY 1987	R	37-2-1d					
				3/16	ACCOUNTING DATA FEBRUARY 1987 - SEPTEMBER 1987	R	37-2-1d					
				4/16	ACCOUNTING DATA SEPTEMBER 1987 - APRIL 1988	R	37-2-1d					
				5/16	ACCOUNTING DATA MAY 1988 - DECEMBER 1988	R	37-2-1d					
				6/16	ACCOUNTING DATA DECEMBER 1988 - AUGUST 1989	R	37-2-1d					
				7/16	ACCOUNTING DATA SEPTEMBER 1989 - APRIL 1990	R	37-2-1d					
				8/16	ACCOUNTING DATA APRIL 1990 - JANUARY 1991	R	37-2-1d					
				9/16	ACCOUNTING DATA FEBRUARY 1991 - NOVEMBER 1991	R	37-2-1d					
				10/16	ACCOUNTING DATA NOVEMBER 1991 - SEPTEMBER 1992	R	37-2-1d					
					ACCOUNTING DATA SEPTEMBER 1992 - MAY 1993	R	37-2-1d					

Completed & Read by NARA - Seattle w/ Location #s MAY - 1 2000
 & read 13 JUN 00

RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

PAGE 1 OF 2
 PAGES

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150)

Federal Records Center

FEDERAL RECORDS CENTER, SEATTLE
 6125 SAND POINT WAY, N.W.
 SEATTLE WA 98115

5. FROM (Enter the name and complete mailing address of the office retaining the records. The signed receipt of this form will be sent to this address)

US ARMY CORPS OF ENGINEERS, HONOLULU DISTRICT
 BLDG 230, CEPOH-RM-F, POC: ANNA TARRANT
 FORT SHAFTER HI 96858-5440

ACCESSION

RG	FY Schedule	DISPOSAL DATE	COMPLETED BY RECORDS CENTER		
			LOCATION	SHELF FLAN	CONT. TYPE
(1)	(2)	(3)	(4)	(5)	(6)
077	00	8/30/704 0/2027/04	66965 - 66972	S	A N

19 [TX/RX NO 8469]

5/16
 6/16
 7/16
 8/16
 9/16
 10/16

SEPTEMBER 1989 - APRIL 1990
 ACCOUNTING DATA
 APRIL 1990 - JANUARY 1991
 ACCOUNTING DATA
 FEBRUARY 1991 - NOVEMBER 1991
 ACCOUNTING DATA
 NOVEMBER 1991 - SEPTEMBER 1992
 ACCOUNTING DATA
 SEPTEMBER 1992 - MAY 1993

R 37-2-1d
 R 37-2-1d
 R 37-2-1d
 R 37-2-1d

135-107

P-300

Standard Form 135 (Rev. 7-85)
 Prescribed by GSA
 36 CFR 1228.502
 01-1997-01-10

NAV-01-2000 11:01

CEPOD-1M

1385473 P.02/03




Notes: ALLOW 9-10 working days for delivery

OPTIONAL FORM 15 (Rev. 9-79)
Prescribed by GSA, FPMR (41 CFR) 101-11.04
USGPO V1-20



Boxing Records

- When all boxes are ready, mark the boxes in the right top corner block "box __ of ____" Ex. 1 of 10, etc
(write neat, legible and at least 2" in height)
- You may use a pencil to mark your boxes (to keep track), then later for the final marking, use a black marker pen.

Accession #	Agency Box #
RHA	#1 of 10
	



Boxing Records

- Use a black marker pen and print your office symbol on the front of the box below the side flap. Mark it two inches in height and legible.

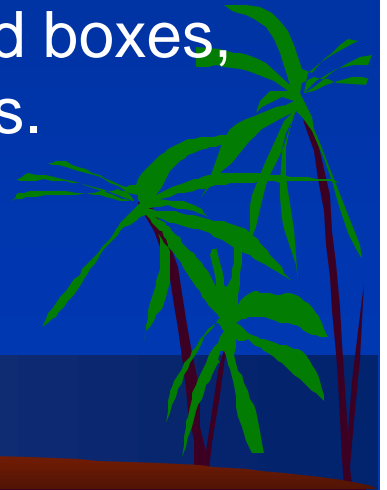
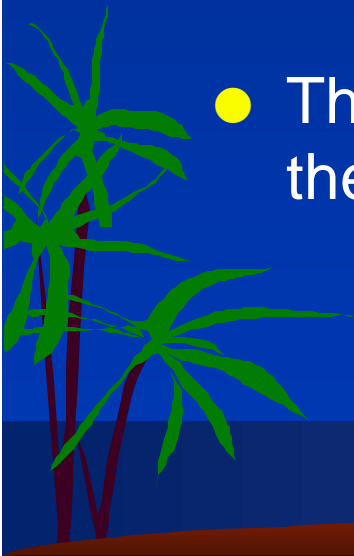
Accession #	Agency Box #
RHA	#1 of 10

- Criss-cross fold EACH box CLOSED to secure



RHA/NARA Reminders

- Records whose disposal date has already passed or with less than one year of retention remaining must NOT be sent to the RHA/NARA. Records shall be disposed of locally.
- Tuck in or cut off side flaps BEFORE inserting file folders to assure side flap holes are accessible to carry boxes at least 3" of space at opening flaps.
- The RHA/NARA will NOT accept over-stuffed boxes, they will return boxes at the cost of the Corps.





Demonstration of marking/packing record box

Thank you for attending!

Contact Anna Tarrant, IMO, x8349





Always do the right thing;
Service;
Leadership;
Improvement

